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31 March 1959

MEMORANDUM FOR: Chief, Document Division.

SUBJECT : Security Violation in Area 5F.

1. The pass through window on the south side of the cage (area 5F) was found open during the evening of 30 March 1959.

2. The floor on the boundaries of areas 5F and 6F is being repaired due to damage resulting from dampness and termites. The repair work has required the removal of furniture and safes from this area and, due to lack of space, has resulted in crowded conditions which are most unsatisfactory. Two desks have been piled immediately in front of the window involved in this violation. The crowded conditions inside the cage are intensified each evening by the necessity of placing carts loaded with classified material in the limited open area.

3. We feel that the disruption of our working area and the resulting confusion are extenuating circumstances that should be considered in this instance.

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4. [ ] the Section Chief in whose area the violation occurred has taken the following steps to prevent any future repetition of this violation.

- a. Security check sheets have been placed at each window in addition to the one already located on the door.
- b. Open signs presently used on the safes have been placed in prominent positions at the windows and the door.
- c. A security roster is now being made assigning rotating responsibility for a security check on the Cage. This is in addition to our present practice of running a staff and overall check.

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5. I feel that the measures taken by [ ] will provide adequate insurance against any future recurrence of this violation.

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[ ]  
Chief, Processing Branch

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